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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH ADMINISTRATION
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

August 4, 1945

BUREAU MEMORANDUM No. 388

Delegation of Specific Authority to Require Overtime Work

MEMORANDUM FOR DIRECTORS OF REGIONAL RESEARCH LABORATORIES, HEADS OF FIELD DIVISIONS AND OFFICERS IN CHARGE OF FIELD STATIONS

In accordance with Personnel Circular No. 108 (Revision 3) dated July 19, 1945, the basic work week of the U. S. Department of Agriculture is 5 days of 8 hours each from Monday through Friday, plus 4 hours on Saturday, except in those cases where special tours of duty have been approved.

In accordance with Secretary's Memorandum No. 1058, Revised, also dated July 19, 1945, additional work in excess of the officially established hours of duty must be ordered or approved in writing by the officer or employee to whom such authority has been specifically delegated. This authority has been delegated by the Secretary to Chiefs of Bureaus and pursuant to the Secretary's Memorandum, I have designated Mr. Donovan and Mr. Speh, Assistant Chiefs of Bureau, to exercise this authority when I am absent. No excess overtime should be worked by any employee, therefore, without approval in writing by this office. This approval shall be secured prior to performance of the overtime, except in cases of emergency such as those that might involve loss of life or property, or where circumstances are of such a nature that approval prior to actual performance of the work cannot be secured practicably and the need for excess overtime is of such urgency that it will not admit of delay or postponement.

In accordance with Memorandum No. 1058, Revised, should any excess overtime be authorized, the Bureau must report to the Secretary each pay period the reason why the excess overtime was ordered, the manner in which it was compensated for, and, if it was paid for in money, the total amount paid and the appropriation from which paid. In the event of any authorized overtime, you should submit a report promptly at the end of the pay period to the Washington office, giving the required information.

This memorandum should be called to the attention of all personnel under your supervision. It is emphasized that the work of the Bureau is expected to be accomplished within the 44 hours per week established for the Department and that any ordered overtime must be restricted to that which is compelled by most unusual circumstances.

Bureau Memorandum No. 359, dated January 13, 1943, is hereby rescinded.

Secretary's Memorandum No. 1058, Revised, dated July 19, 1945, is attached.

Enclosure

Chief of Bureau



